

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

October 23, 2008

Job Title:	Correctional Officer	Position No.:	93355
Division:	Montana Women's Prison	Pay Band:	3
Location:	Billings	Bargaining Unit:	MFSE
Status:	Permanent full-time	Supplement:	Yes
Salary:	\$12.571/hr.New to state government	Shift:	Will be determined
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444- 4551

email to hrcen@mt.gov

No later than 5:00 p.m. November 7, 2008.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

There is one position available. Applicants who apply for this position will be utilized as a pool of future applicants for a period of six months.

A **physical assessment** is required for this position. The **physical assessment** has a minimum standard: 7 push-ups; 9 sit-ups; 1.5 mile run in less than 26:21 minutes. For more information call the Montana Women's Prison at (406) 247-5100. Qualified applicants will be notified of the time and location.

The **selection process** is a multi part process: *Step One* - complete the application, release of information, and the supplemental questions; *Step Two* - the background check; *Step Three* - the physical assessment; *Step Four* the interview. Selections will be completed not later than July 21, 2008.

WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY FOR THESE POSITIONS.

LAUTENBERG AMENDMENT

This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C. , Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Special Information: Typical work involves specialized knowledge/skill in carrying out control functions, skilled application of a number of related correctional methods/techniques. Duties require good judgment, under stressful conditions, in the selection of a course of action from several alternatives in properly responding to changing situations, which may be potentially explosive and dangerous. Additional requirements include interpersonal skills in dealing with all kinds of people, knowledge of classification criteria, Para-professional counseling techniques, and laws pertaining to inmate rights, due process, and access to medical services.

Must be in good physical condition; must be able to physically respond in the event of emergencies. Maintain close observation both visually/auditoria. Position functions in close proximity to inmates and must be able to cope with a direct supervision, correctional environment.

Schedule of Work: Variable shifts. Applicants must be available for all shifts and weekend duties required.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-2828.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. The Department of Corrections is a **smoke free/tobacco free agency**.

Typical Duties: Correctional Officers are responsible for a wide variety of security duties relative to the safe, orderly and cost effective operation of the Montana Women's Prison. Visual observation of environment pertaining to grounds, fence, lights, vehicles, locks on all gates and doors by manual and visual inspection at designated and random times throughout the day and night both inside and outside the facility. Perform strip searches and pat searches on inmates, their belongings, housing units, common areas, work areas and other areas of the institution. Conduct formal and informal inmate counts on a regular and irregular basis. Correctional Officers utilize force in compliance with all applicable statutes and relevant court decisions. Only that amount of force, which is reasonable and necessary to gain control of a situation, is utilized. Maintain security and control of facility by issuing disciplinary reports written for rule infractions; conduct disciplinary investigations and participate in Class III disciplinary hearings. Participates as an active member of the unit team by providing input and feedback to ensure proper case management and address the treatment needs of inmates. Conduct assessment of inmate emotional state; provide 24 hour monitoring of inmates on suicide watch. Escort inmates to and from areas inside and outside the Prison (visiting, court appearances, hospitals, yard, gym and intrastate transfers) at times involving great distances. Process incoming and outgoing personal property. Performs other duties as assigned.

Qualifications: Knowledge of security practices, methods, and techniques, applicable State and Federal Laws, institutional policies and procedures, and Para-professional counseling techniques. Working knowledge of record keeping practices and computer skills. Knowledge of supervisory practices and procedures. Skilled in the use of security equipment, self defense techniques, and CPR/First Response and Interpersonal Communications skills. Must possess basic computer skills. The ability to remember names and faces, display mature judgment under stressful conditions, learn security and rehabilitative principles and techniques, learn prison rules, policies and procedures, establish and maintain effective working relationships, communicate effectively verbally and in writing and follow oral and written instructions.

Competencies:

Listening - Gives full attention to and makes a conscious effort to hear other's ideas, concerns, questions and issues with interest, empathy and objectivity. Paraphrases and asks clarifying questions to ensure understanding of the message when required.

Speaking Effectively - Expresses and presents thoughts and ideas clearly, succinctly, and in an understandable manner individually and in a group. Adjusts language, delivery or terminology to meet the needs of the audience. This competency includes any type of verbal communication, such as giving presentations, providing training, giving testimony, speaking in person or by telephone.

Writing Effectively - Expresses and presents information and ideas in writing that is clear, succinct and understandable. Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader. Utilizes knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Personal Accountability and Ownership - Takes pride in the job. Actively engages in professional self-development opportunities. Accepts individual responsibility for all actions taken.

Self-Starter - Exhibits initiative and motivation; seeks increased responsibilities. Exhibits energy and foresight in evaluating and responding to challenging situations, problems and opportunities.

Decision Making - Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes. Challenges the status quo by taking calculated actions in complex, ambiguous, contentious or hazardous situations to force an issue or set a direction.

Commitment - Ability and willingness to align behavior with the needs and goals of the organization and provide a visible role model for others. Holds themselves accountable for organizational activities, services, decisions, successes and failures. An employee with commitment demonstrates an understanding of the link between his or her own job responsibilities and overall organizational goals and needs, and subsequently performs the job with broader goals in mind.

Commitment To A Profession - Maintains a level of knowledge to remain current; desires and actively seeks continuous learning in a profession.

Reliable And Dependable - Reliable and dependable in performing job-related tasks.

Take a Reasonable, Logical Approach to Solving Problems - Develops feasible solutions based on logical assumptions and factual observation that reflect consideration for resources, constraints, organizational values and goals.

Perceptive and Insightful - Sees relationships, connections, patterns, and trends not obvious to others or in new ways. Gains and uses knowledge, makes inferences, and uses intuition.

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a combination of education and experience equivalent to high school graduation, one year of progressively responsible Correctional Officer Trainee experience, successful completion of the pre-service training program and the successful completion of several in-service training classes relating to the Classification System, basics of human behavior and psychological/psychiatric services and a passing score on a written and a physical assessment test.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information.

This Authorization is required for all positions within the Department of Corrections.

****HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH.****

4. Completed supplement questions.

Applications will be rejected for incomplete or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**** SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE ****

SUPPLEMENTAL QUESTIONS

Job Title:	Correctional Officer	Position Number:	93355
Application Deadline:	November 7, 2008	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplemental gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your responses must be printed clearly or typed on standard paper. **Each response** should be clear, concise and should not exceed 2 pages. Please put your name and the position for which you are applying on each sheet. **Your responses will be viewed as a sample of your written communication skills.** This supplement is reviewed separately from the state application. It is part of the evaluation process of applicants.

1. Correctional Officers sometimes have to use intervention techniques to prevent a crisis. Describe any training or skills you have in defusing escalating behavior.
2. A Therapeutic Community (TC) model uses treatment modalities and therapists/teachers to facilitate social and psychological change. The primary therapeutic agent in a TC model is best defined as “community as a healer/method.” Explain what this term means.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____